

Learner Information:

Qualification Name:	AUR20220 – Certificate II in Automotive Air Conditioning Technology									
First name(s):				Middle name:						
Surname:				Preferred name:						
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other			Date of birth:						
Mobile phone:				Home phone:						
Email address:										
Residential Address:										
Postal Address:										
USI number:										
Select your trade group	<input type="checkbox"/> Light vehicle mech. <input type="checkbox"/> Heavy vehicle mech. <input type="checkbox"/> Mobile plant mech. <input type="checkbox"/> Agricultural mech. <input type="checkbox"/> Auto electrician <input type="checkbox"/> Other – Please specify: _____									
Full Qualification title (Mandatory):										
Year issued:										
Is your qualification Australian?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If "No", where was it issued?				Are you an apprentice?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fee information:	<input type="checkbox"/> Fee payment by Employer (Below MUST be completed if selected) <input type="checkbox"/> Fee Payment by Learner <input type="checkbox"/> Concession									
Employer business name:										
Employer address:										
Accounts email address:										
Purchase order number:										

Learner AVETMISS Statistical Information (all information required):

Country of Birth:				Suburb of Birth:						
Do you speak a language other than English at home?	<input type="checkbox"/> No <input type="checkbox"/> Yes – please specify: _____									
How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all									
Do you identify as Aboriginal or Torres Strait Islander?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander									

Which statement below best describes your current employment status?	
<input type="checkbox"/> Full time employee <input type="checkbox"/> Part time employee <input type="checkbox"/> Self Employed – not employing others. <input type="checkbox"/> Self-employed – employing others <input type="checkbox"/> Unemployed - seeking full time work <input type="checkbox"/> Unemployed - seeking part time work <input type="checkbox"/> Not employed - not seeking employment <input type="checkbox"/> Employed – unpaid worker family business	
Have you successfully completed any of the following qualifications?	
<input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate IV (or Advanced Certificate/Tech) <input type="checkbox"/> Certificate II <input type="checkbox"/> Advanced Diploma or Assoc Degree <input type="checkbox"/> Bachelor's degree or higher <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Other, including overseas	
Do you consider yourself to have a disability, impairment, or long-term condition?	<input type="checkbox"/> No <input type="checkbox"/> Yes – complete below
<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Other, please detail... <input type="checkbox"/> Vision <input type="checkbox"/> Medical <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment _____	
What is your highest <u>COMPLETED</u> school level?	
<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 8 <input type="checkbox"/> Never attended school	
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No – In what year did you finish? _____
Which statement below best describes your main reason for study?	
<input type="checkbox"/> Get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> For personal interest or self-development. <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get into another program of study. <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It is a requirement of my job <input type="checkbox"/> I want extra skills for my job <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other	
Do you consider that you meet the pre-requisites for the course?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not sure
Do you consider that you have adequate language, literacy and numeracy (LLN) skills to undertake the course?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not sure
Are you seeking a Statement of Attainment (SOA) for the three (3) units to be studied: AURETU102 AURETHU103 AURETU104?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not sure
Are you seeking the full qualification (Cert II) which involves 13 units: There are ten (10) units that require credit transfer (CT) for recent AUR training or recognition or prior learning (RPL)*.	<input type="checkbox"/> CT <input type="checkbox"/> RPL <input type="checkbox"/> Not sure
*I have completed the self-assessment for RPL (if applicable)	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are there any individual needs you have that we should be aware of when planning your training?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not sure
If yes or not sure, please provide us with a little more information:	

Emergency Contact Information:

Contact Name:		Contact Number:	
Email address:		Relationship:	

Prerequisite for attendance:

A Proof of Enrolment letter will be generated for you once your enrolment details have been entered into our Learner Management System (LMS). You will need to use this to **apply for your Trainee (or Classroom Only) licence with ARC**. This needs to be **completed before attending the course**.

You will receive an email with a link to log in to aXcelerate (LMS). This is where you will upload all required documents for review.

Your course date will be confirmed **once all documents have been received and accepted, and your invoice has been paid.**

Fee information:

Once workshop dates are confirmed, payment must be made within 7 days or before the course begins, whichever is shorter.

The standard fee for the workshop is \$1200, GST free (as of 01.07.2024).

There will be an additional cost of \$300 if Recognition of Prior Learning (RPL) is required. Payment can be made on separate invoices or as a single payment.

Cancellation Policy:

Cancellations or changes to an enrolment must be requested in writing via email to: support@assuredlearning.com.au

- Learners who wish to cancel or amend their enrolment with more than ten (10) days' notice prior to the commencement of the scheduled program, will be entitled to a full refund of fees paid or can transfer to another course date of their choice subject to availability at no additional cost.
- Learners who give notice to cancel their enrolment 9 business days or less prior to the commencement of a program will be entitled to a 75% refund of fees paid. The amount retained (25%) by Assured Learning Australia is required to cover the costs of staff and resources which will have already been committed based on the learners' initial intention to undertake the training. If the learner wishes to change the booking to another date, subject to availability, then the full cost of the new course will be due.
- Learners who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees.
- An exception to this policy is where Assured Learning Australia fails to fulfil its service agreement and fees are refunded in full or are not invoiced under our guarantee to clients.
- All requests for refunds must be made in writing and lodged within two weeks of the official withdrawal date using the refund request form that can be found on our website.

Discretion may be exercised by the Chief Executive Officer (CEO) in all situations if the learner can demonstrate that extenuating or significant personal circumstance led to their withdrawal. In these cases, the learner will be offered a full credit toward the fee in another scheduled program in-lieu of a refund. The Chief Executive Officer (CEO) may also authorise a full refund of fees if the circumstances require it.

Privacy Notice:

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing, and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use, and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, state, and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a learner survey which may be run by a government department or an NCVER employee, agent, third-party contractor, or another authorised agency. Please note you may opt out of the survey at the time of being contacted. **Contact**

information

At any time, you may contact [insert RTO name] to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Participant Declaration:

By signing this form, I certify the following:

- I declare to the best of my knowledge and belief, the information supplied in this form is correct and complete.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice Statement above and Privacy Policy that has been accessed at: <https://www.assuredlearning.com.au/privacy-policy>.
- I have read the contents of the learner handbook, found at: <https://www.assuredlearning.com.au/learnerresources>
- I have been provided sufficient information about my rights and obligations to make an informed decision about enrolment and I agree to the services being provided.
- I agree to abide by the policies, procedures, and Code of Conduct of Assured Learning Australia.
- I may have to pay for external LLN assistance (if applicable).
- I have applied for credit transfer or an RPL assessment for skills that I already hold.
- I give permission for my employer to receive a copy of my Certificate and/or Statement of Attainment upon request.
To opt out, tick here
- I give permission for Assured Learning Australia to verify my qualification/s with the relevant training provider.
- I give Assured Learning Australia permission to use my photograph for marketing purposes. To opt out, tick here
- I have read, understand, and agree to Assured Learning Australia's cancellation policy.
- I give Assured Learning Australia permission to supply my personal information and training progress to the following:
 - My employer (if applicable).
 - Australian Skills Quality Authority (ASQA).
 - Commonwealth Department of Education, Employment and Workplace Relations (DEEWR).
 - National Centre for Vocational Education Research (NCVER).

Learner Signature:		Date:	
*Parent/Guardian consent is required for all learners under the age of 18, if applicable.			
Parent/Guardian Signature:		Date:	

For office use only:	
I have viewed one of the following forms of ID:	
<input type="checkbox"/> An Australian Birth Certificate	<input type="checkbox"/> A current Driver's Licence
<input type="checkbox"/> An Australian Citizenship Certificate	<input type="checkbox"/> A current Passport
<input type="checkbox"/> Formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence	

Disability Supplement:

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list.

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe, or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life, for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia, or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional, or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma, or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.